

**Wednesday, September 15 - Partial 1 FY10 CPCS Invoice Load & Sweep process has completed. CPCS is now available to users. The Partial 1 invoice file covers transactions posted from September 04, 2010 through September 14, 2010. The Reconcile By Date for these transactions is Monday, September 20, 2010.**

**We appreciate your continued patience and support.**

**CPCS  
2010 Fiscal Year End  
Invoice Load and Sweep Dates**

**September 07, 2010** Invoice Load and Sweep. Invoice files will cover transactions posted from August 04, 2010 through September 03, 2010. CPCS will be unavailable to users beginning at 6:00 am ET. Users will be notified as soon as CPCS is available. Note: Reconcile By Date is COB September 20, 2010.

**September 15, 2010** Invoice Load and Sweep - Partial 1 fiscal year end invoice files. Partial 1 invoice files will cover transactions posted from September 04, 2010 through September 14, 2010. CPCS will be unavailable to users beginning at 6:00 am ET. Users will be notified as soon as CPCS is available. Note: Reconcile By Date is COB September 20, 2010.

**September 16, 2010** To avoid overloading CPCS and CBS due to the volume of Bankcard users accessing CPCS, we strongly recommend that users observe and follow the time zone schedule below to reconcile and approve their CPCS transactions.

- Cardholders/Group Administrators/Approving Officials in the Eastern Time zone should reconcile and approve their transactions between 9:00 am and 11:00 am ET.
- Cardholders/Group Administrators/Approving Officials in the Central Time zone should reconcile and approve their transactions between 10:00 am and 12:00 pm CT.
- Cardholders/Group Administrators/Approving Officials in the Mountain Time zone should reconcile and approve their transactions between 11:00 am and 1:00 pm MT.
- Cardholders/Group Administrators/Approving Officials in the Pacific Time zone should reconcile and approve their transactions between 12:00 pm and 2:00 pm PT.

**Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.**

**September 17, 2010** To avoid overloading CPCS and CBS due to the volume of Bankcard users accessing CPCS, we strongly recommend that users observe and follow the time zone schedule below to reconcile and approve their CPCS transactions.

- Cardholders/Group Administrators/Approving Officials in the Eastern Time zone should reconcile and approve their transactions between 9:00 am and 11:00 am ET.

- Cardholders/Group Administrators/Approving Officials in the Central Time zone should reconcile and approve their transactions between 10:00 am and 12:00 pm CT.
- Cardholders/Group Administrators/Approving Officials in the Mountain Time zone should reconcile and approve their transactions between 11:00 am and 1:00 pm MT.
- Cardholders/Group Administrators/Approving Officials in the Pacific Time zone should reconcile and approve their transactions between 12:00 pm and 2:00 pm PT.

**Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.**

**September 20, 2010** To avoid overloading CPCS and CBS due to the volume of Bankcard users accessing CPCS, we strongly recommend that users observe and follow the time zone schedule below to reconcile and approve their CPCS transactions.

- Cardholders/Group Administrators/Approving Officials in the Eastern Time zone should reconcile and approve their transactions between 9:00 am and 11:00 am ET.
- Cardholders/Group Administrators/Approving Officials in the Central Time zone should reconcile and approve their transactions between 10:00 am and 12:00 pm CT.
- Cardholders/Group Administrators/Approving Officials in the Mountain Time zone should reconcile and approve their transactions between 11:00 am and 1:00 pm MT.
- Cardholders/Group Administrators/Approving Officials in the Pacific Time zone should reconcile and approve their transactions between 12:00 pm and 2:00 pm PT.

**Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.**

**September 20, 2010** Statement Period Closes for Purchases Received by JPMC. Note: Purchases not received by JPMC by COB September 20, 2010 will be charged to FY11. Therefore, it is recommended that cardholders should not make any purchases after September 14, 2010.

**Note: CPCS will not be available to users beginning at 6:00 a.m. ET on September 21, 2010 through October 4, 2010 in order to load and sweep invoices, complete FY10 year end activity, and to update the Bureau, LO, and Cardholder Default Accounting Codes for the new Fiscal Year.**

**September 21, 2010** Invoice Load and Sweep - Partial 2 fiscal year end invoice files. Partial 2 invoice files will cover transactions posted from September 15, 2010 through September 20, 2010. All transactions will be loaded and immediately swept to the cardholder's FY10 default accounting code. Note: Users will be able to reconcile their swept transactions once CPCS becomes available on October 4, 2010.

**October 4, 2010** Invoice Load and Sweep – Partial 3 fiscal year end invoice files. Partial 3 invoice files will cover transactions posted from September 21, 2010 through October 3, 2010. All transactions will be loaded and immediately swept to the cardholder's FY11 default accounting code.